

ABC Association

Maintenance, Repair, and Replacement Matrix

This matrix is intended as a guide for association residents who have questions about the distribution of maintenance, repair, and replacement responsibilities between themselves and ABC Association. This is not intended to be a complete list of every component, and may not address every maintenance situation. Please contact ABC Association's designated contact if you have any questions.

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|--|------------------------------|---------------------------------|
| A/C pads <i>(for Units)</i> | | |
| Air conditioning equipment <i>(all parts servicing system, including condenser/compressor servicing the Unit and all pipes, conduits and wires regardless of location)</i> | | |
| Air conditioning weep lines | | |
| Appliances <i>(including water supply lines to/from appliances)</i> | | |
| Arbors | | |
| Asphalt paving <i>(maintenance & repair)</i> | | |
| Attics <i>(cleaning & maintenance)</i> | | |
| Attics <i>(repair, maintenance of any Owner improvement)</i> | | |
| Attics <i>(repair, maintenance of un-improved)</i> | | |
| Balconies <i>(cleaning)</i> | | |
| Balcony structure <i>(maintenance, repair & replacement)</i> | | |
| Bathtubs | | |
| Beach portion of Common Area | | |
| Berms | | |
| Bicycle/Pedestrian path | | |
| Boilers <i>(hot water)</i> | | |
| Brick <i>(exterior building surface(s))</i> | | |
| Bridge(s) | | |
| Building directory signs | | |
| Building structure | | |
| Bulletin boards | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|---|------------------------------|---------------------------------|
| Cabinets & Cabinetry <i>(within Units)</i> | | |
| Carbon monoxide detectors <i>(within Units)</i> | | |
| Carports <i>(cleaning)</i> | | |
| Carport structures <i>(maintenance & repair)</i> | | |
| Cathodic protection | | |
| Ceilings <i>(sprayed-on acoustical finish)</i> | | |
| Clubhouse | | |
| Common Area <i>(except maintained by owners)</i> | | |
| Concrete pad <i>(entry for Residences)</i> | | |
| Courts <i>(cleaning)</i> | | |
| Courts <i>(Maintenance, repair & replacement)</i> | | |
| Crawlspaces | | |
| Damage due to delays in reporting | | |
| Decks <i>(cleaning)</i> | | |
| Deck structure | | |
| Detectors <i>(smoke & carbon monoxide for Units)</i> | | |
| Dishwashers <i>(including water supply & drainage lines)</i> | | |
| Diverter valves for showers <i>(within Units)</i> | | |
| Docks <i>(maintenance & repair)</i> | | |
| Door chimes <i>(within Units)</i> | | |
| Door frames <i>(exterior surfaces - painting)</i> | | |
| Door frames <i>(maintenance, repair, replacement & painting of interior surfaces)</i> | | |
| Door hardware, locks & keys | | |
| Door seals, insulation & weatherstripping | | |
| Doors <i>(All - maintenance, repair & painting of interior surfaces)</i> | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|---|------------------------------|---------------------------------|
| Doors <i>(All except Front & Garage -maintenance, repair & replacement)</i> | | |
| Doors <i>(front door - staining exterior surface)</i> | | |
| Doors <i>(front door - repair & replacement)</i> | | |
| Doors <i>(garage & garage pedestrian doors -painting exterior surfaces)</i> | | |
| Doors <i>(garage door - repair & replacement)</i> | | |
| Doors <i>(glass door - maintenance, repair & replacement)</i> | | |
| Doors <i>(interior doors - maintenance, repair, replacement & painting)</i> | | |
| Drainage facilities <i>(Common Area, including swales)</i> | | |
| Drainage facilities <i>(Lot landscaped areas & swales)</i> | | |
| Driveways | | |
| Dryer vents <i>(cleaning, Maintenance, repair & replacement)</i> | | |
| Dryrot & pest damage <i>(building structure)</i> | | |
| Dryrot & pest damage <i>(during escrow)</i> | | |
| Drywall <i>(within Units)</i> | | |
| Electrical fixtures & plugs | | |
| Electrical wiring <i>(serving 1 Unit)</i> | | |
| Electrical wiring <i>(serving 2 or more Units)</i> | | |
| Elevators | | |
| Exterior building surfaces <i>(maintenance, repair, replacement & painting)</i> | | |
| Executive office & furnishings | | |
| Exercise room & exercise equipment | | |
| Exterior door frames <i>(interior surfaces)</i> | | |
| Exterior door frames <i>(exterior surfaces)</i> | | |
| Exterior doors <i>(interior surfaces)</i> | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|---|------------------------------|---------------------------------|
| Exterior doors <i>(exterior surfaces)</i> | | |
| Exterior lighting fixtures <i>(Unit controlled)</i> | | |
| Exterior lighting fixtures <i>(All other)</i> | | |
| Exterior hose bibs <i>(serving Unit)</i> | | |
| Exterior hose bibs <i>(All other)</i> | | |
| Facilities <i>(Common Area)</i> | | |
| False ceilings <i>(those lowered below any area of sprayed-on acoustical finish)</i> | | |
| Fans <i>(kitchen & bathroom)</i> | | |
| Fences, perimeter | | |
| Fences/Gates <i>(patio & perimeter)</i> | | |
| Fences/Gates <i>(painting exterior surfaces)</i> | | |
| Fireplaces <i>(maintenance, repair, replacement of firebox, flue, chimney, spark arrestor, spark arrestor, cap, etc.)</i> | | |
| Fire equipment & hoses | | |
| Fire suppression/sprinklers | | |
| Fixtures <i>(within Unit, including water supply lines to/from)</i> | | |
| Flooring <i>(w/i Unit)</i> | | |
| Foundations <i>(building)</i> | | |
| Framing <i>(building)</i> | | |
| Front porches & stairs | | |
| Furniture & furnishings <i>(within Unit)</i> | | |
| Garage door <i>(openers/remotes- repair or replacement)</i> | | |
| Garage door <i>(mechanical opening equipment)</i> | | |
| Garage interiors <i>(cleaning & maintenance of interior surfaces)</i> | | |
| Garage structure <i>(maintenance, repair & replacement)</i> | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|---|------------------------------|---------------------------------|
| Garbage enclosures | | |
| Gas shut-off valve <i>(within Units)</i> | | |
| Gate hardware, locks & keys <i>(for patios)</i> | | |
| Gates <i>(front entry to Residences)</i> | | |
| Gates <i>(vehicle/pedestrian entrance)</i> | | |
| Gate hardware, locks & keys <i>(w/i Lot)</i> | | |
| Gate opening mechanism <i>(mounted to gate)</i> | | |
| Gate opener <i>(remote)</i> | | |
| Glass windows, including: <ul style="list-style-type: none"> • Glass within doors • Window screens • Frames | | |
| Glass windows - frames | | |
| Greenbelt & open space(s) <i>(Common Area)</i> | | |
| Gutters & Downspouts | | |
| Heating equipment <i>(Unit, all parts including condenser/ compressor & all pipes, conduits and wires)</i> | | |
| HVAC <i>(for Units)</i> | | |
| Hot tub | | |
| Housing costs <i>(incurred if repairs require move out)</i> | | |
| Improvements <i>(upgrades to home interiors)</i> | | |
| Insulation <i>(for Units)</i> | | |
| Intercom <i>(security, including speakers located within Units, except where an Owner has relocated that speaker)</i> | | |
| Interior door frames <i>(all surfaces)</i> | | |
| Interior doors <i>(all surfaces)</i> | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|--|------------------------------|---------------------------------|
| Interior finished surfaces of: <ul style="list-style-type: none"> • Baseboards • Ceilings • Floors • Floor Coverings • Painted Surfaces • Walls | | |
| Irrigation system <i>(courtyards & patios)</i> | | |
| Irrigation system <i>(all other)</i> | | |
| Kitchen appliances <i>(including water supply lines)</i> | | |
| Landscaping <i>(general common area)</i> | | |
| Landscaping <i>(exclusive use Balconies & Patios)</i> | | |
| Lighting <i>(Common Area)</i> | | |
| Lighting <i>(exterior including patio lights controlled from interior)</i> | | |
| Lighting <i>(Unit interiors)</i> | | |
| Mailbox <i>(locks & keys)</i> | | |
| Mailbox structures | | |
| Mailroom | | |
| Mold/Asbestos/Toxics remediation <i>(within Unit)</i> | | |
| Natural gas lines <i>(serving 1 Unit)</i> | | |
| Natural gas lines <i>(serving 2 or more Units)</i> | | |
| Odors <i>(repair, closure or sealing of Unit penetrations allowing odors or smells to exit or enter Unit)</i> | | |
| Open Space(s) <i>(including hiking trails, benches & picnic tables)</i> | | |
| Owner modifications, installations & improvements | | |
| Painting <i>(exterior surfaces - Building)</i> | | |
| Painting <i>(interior surfaces - Units)</i> | | |
| Parking spaces <i>(cleaning)</i> | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|---|------------------------------|---------------------------------|
| Parking spaces <i>(maintenance & repair)</i> | | |
| Party elements <i>(roofs, walls, foundations, etc.)</i> | | |
| Patios <i>(cleaning)</i> | | |
| Patio decking <i>(owner installed)</i> | | |
| Patio decking <i>(developer installed)</i> | | |
| Patio structure | | |
| Perimeter fences | | |
| Personal property | | |
| Pest eradication <i>(within Unit)</i> | | |
| Pest eradication <i>(Common Area)</i> | | |
| Playground area & equipment | | |
| Plumbing <i>(including fixtures that service one Unit)</i> | | |
| Plumbing <i>(serving 2 or more Units)</i> | | |
| Porches <i>(front, including stairs)</i> | | |
| Private Streets <i>(including curbs, lights, walks, etc.)</i> | | |
| Railings <i>(galvanized metal)</i> | | |
| Ramps <i>(maintenance, repair or replacement)</i> | | |
| Rec/exercise room | | |
| Restrooms <i>(Common Area)</i> | | |
| Retaining walls | | |
| Rip-rap, seawalls, concrete bulkheads | | |
| Roofs | | |
| RV parking area | | |
| Saunas | | |
| Sewer clean-outs <i>(serving single Unit/Lot)</i> | | |
| Sewer laterals <i>(serving single Unit/Lot)</i> | | |
| Sewer lift station & back up generator | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|--|------------------------------|---------------------------------|
| Sewer lines <i>(serving single Unit/Lot)</i> | | |
| Sewer lines <i>(serving two or more Units/Lots)</i> | | |
| Shoreline improvements, including rip-rap | | |
| Showers <i>(for pool)</i> | | |
| Showers <i>(within Unit)</i> | | |
| Shower valves <i>(for Unit showers)</i> | | |
| Shower valve <i>(for pool)</i> | | |
| Sidewalks & walkways | | |
| Siding <i>(stucco or wood)</i> | | |
| Sinks, faucets & drains <i>(within Unit, including water supply lines)</i> | | |
| Skylights <i>(excluding any owner modifications)</i> | | |
| Skylights <i>(owner modifications)</i> | | |
| Slope control <i>(lagoon easement area)</i> | | |
| Smoke detectors/alarms <i>(within Units)</i> | | |
| Solar devices | | |
| Spa <i>(Common Area, including heater & pump)</i> | | |
| Stairs <i>(exterior)</i> | | |
| Storage cabinets <i>(cleaning)</i> | | |
| Storage cabinets <i>(maintenance, repair, replacement)</i> | | |
| Storm drain system | | |
| Stucco <i>(Building exteriors - painting)</i> | | |
| Stucco <i>(Building exteriors - maintenance & repair)</i> | | |
| Subflooring <i>(Excluding, however, flooring materials such as carpet, tile and/or vinyl located upon the subflooring)</i> | | |
| Swales | | |

| Item | Association's Responsibility | Unit/Lot Owners' Responsibility |
|--|------------------------------|---------------------------------|
| Swimming pool <i>(including pool apron & pool house)</i> | | |
| Swimming pool storage area | | |
| Swimming pool enclosure, fence & gates | | |
| Swimming pool heater & equipment | | |
| Telephone lines <i>(serving a single Unit including lines running to the main box in each building)</i> | | |
| Tennis courts <i>(including surfaces, fence & nets)</i> | | |
| Television cables <i>(including television/cable service lines from main box in each building to owner's Unit)</i> | | |
| Terraces <i>(cleaning)</i> | | |
| Terrace structures <i>(including fences & railings)</i> | | |
| Toilets <i>(within Units, including water supply lines)</i> | | |
| Toilets <i>(clubhouse/pool, including water supply lines)</i> | | |
| Tot lot | | |
| Trees <i>(trimming & maintenance, including any located within any Exclusive Use Common Areas)</i> | | |
| Trellis | | |
| Utilities <i>(provide service to a single Unit)</i> | | |

Other Owner Responsibilities:

Any damage to any part of the Complex caused by negligent or willful acts or omissions of the owner and/or owner's family, lessees, tenants, licensees, guests, invitees, and/or contract purchasers.

Any damage resulting from problems that originate from the Unit as described in the CC&Rs, particularly those items maintained exclusively by that Unit owner(s).

Acknowledgments

The content of this matrix was developed by Betty Jones, Esq., an attorney with the law firm of Russell & Mallett, LLP. Their firm may be found online at www.russell-mallett.com or contacted at 925.947.4915.

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